

Chapter 24.0

Project Close-out

24.1 General Requirements

The project manager in consultation with the appropriate AL organizations has the responsibility for “closing out” a project. This entails ensuring financial records, property records, and all project files and as-built documents are complete and made available for the continued life-cycle of a project. The user/custodian for operation and maintenance of the facility along with the Plant Engineering Organization is a recipient of project records. AL organizations concerned with the project close out documentation are Financial Management Division (AL/FMD), Project and Facilities Management Division (AL/PFMD), and Property and Administrative Services Division (AL/PASD). HQ is appraised of the close out of a project through accounting, finance, and real property records. All other AL Divisions that were involved in a project by virtue of technical review appraisal or other activity are to be advised of the project close-out so they can remove files from their system. Project Close-out listing and status are reported at the Construction Program Status Review Meetings at each site.

Following are major documents identified and prepared for project close-out:

1. **Final Cost Report (FCR):** Provides the basis for including project costs in the DOE property and financial records.
2. **Project Records:** Includes all correspondence files, documents, and reports. Control and quality of project records is emphasized. The project manager establishes the necessary permanent records files consistent with the Project Execution Report (PEP). Design information, ES&H documents, permits, as-built drawings, specifications, vendor catalog data, test and balance data, operating and management (O&M) and preventive maintenance (PM) records for the facility are required as a minimum.

Following are major activities and elements of project close-out:

- Acceptance of the facility from construction contractors and equipment suppliers, including beneficial occupancy or beneficial use actions.
- Accounting for assets in the project on real property records and entering appropriate data into the Real Property Inventory System (RPIS).
- Preparing FCR for use in the financial accounting process.
- Administrative and financial close out of all contracts, including resolution of claims, completion of deficiencies such as non-conforming reports and inspection punch lists, and contractor evaluations.

- Preparing Project Completion Reports, AE, and Construction Contractor Evaluations.
- Entering final completion information in the project authorization and reporting databases.
- Collecting and organizing project documents required to meet operating requirements for conduct of operations, maintenance management, emergency management, configuration management, and quality assurance, and delivering this documentation to the designated custodian(s).
- Preparing a project file with record document for retention at the site.

Reference to the following DOE documents will establish specific data requirements relating to project close-out. Supplemental Specific References on Cost Reporting Requirements for Plant and Capital Equipment:

- *DOE Order 2200.4, Accounting Overview*
- *Chapter VI of DOE Order 2200.6, Financial Accounting*
- *Final Cost Reports - Prepare on ALF 2210.1 and 2210.A.*

24.2 AL Specific Guidance and Clarification for Construction Project Close-out

The documentation required by the AL at the completion of completed construction projects is the Final Cost Report (FCR). The FCR must be submitted to the Director, AL/FMD with a copy to the Director, AL/PFMD. This report must be completed as close to the date of beneficial occupancy as possible but not to exceed six (6) months after final payment is made on the last contract, purchase, or equipment order.

Cost Closing Statements are no longer required by AL/PFMD. However, this does not preclude its development and use by the contractor if it satisfies a site need.

Although not required to be submitted to AL, the following documentation is required at the site as part of the close out process and site project file.

1. Construction Completion Report (this is called the Project Completion Report under the LCAM Common Program Office Policy on Project Management).
2. Performance Evaluation (Construction Contracts), Standard Form 1420 (required by the Federal Acquisition Regulations).
3. Performance Evaluation (Architect Engineer), Standard Form 1421 (required by the Federal Acquisition Regulations).

A project is not completely closed out and dropped from DOE's active project financial records

until the project costs are entered in the continuing property records and the costs have been transferred from the Construction Work in Progress (CWIP) account to the Completed Plant and Capital Equipment account. The project will be financially closed out by AL/FMD when all balances are zero, including the all commitments, and obligations.

After receipt of the Final Cost Report by AL and verification by AL/FMD that the reported costs agree with the Financial Information System (FIS) records, project management files will be sent to the appropriate sites for retention.

Reference:

[GPG_26: Project Close Out]

[Sample Project Completion Report]

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